



manitobahousing

Our Vision: creating stronger communities through housing solutions

ADMINISTRATIVE OFFICER 3

THE PAS, MANITOBA PERMANENT POSITION PROPERTY SERVICES

Competition Number: 641

Classification: Administrative Officer – AO3

Salary Range: \$40,720 - \$46,791 per annum

Closing Date: November 9, 2009

Manitoba Housing is a crown corporation that provides a continuum of affordable housing services including rental housing, renovation, and homeownership programs. Manitoba Housing promotes independence and self-sufficiency by providing adequate, safe, and secure housing to people in need. If you are looking for interesting and challenging work, this is a great opportunity to join our team.

QUALIFICATIONS:

Post secondary education in Public Administration plus several years of progressively responsible administrative, financial management and human resource management experience is required; a combination of education and related experience may be considered. Supervisory experience is essential including conducting employee performance evaluations. Must have several years experience maintaining financial records in a computerized environment; including operational budget planning, forecasting and variance reporting. Experience in the application of policy and procedure is required. Must have experience maintaining a variety of records, controls and expenditure records. Demonstrated problem solving skills and ability to prioritize a high volume workload to meet deadlines with accuracy and strict attention to detail. Effective communication/interpersonal/organizational skills and ability/experience working in a team environment. Proficiency in Microsoft Word, Excel and Outlook is required.

DUTIES:

Responsibilities include: direct supervision of clerical staff; assignment of work; financial management; including budget planning, forecasting and variance reporting; assists in the preparation and review of authority seeking documents (proofreading, formatting); tracks incoming and outgoing documentation; and ensures timely response to queries; assists with human resource management; other related duties as required.

Manitoba Housing offers an attractive benefits package and pension plan.

APPLY TO

Specifying competition number 641:

**Manitoba Housing
Human Resource Services
4089 - 300 Carlton Street
Winnipeg MB R3B 3M9
Fax: (204) 948-2160**

Please ensure your cover letter and resume clearly **indicates how you meet the qualifications.**

We thank all who apply and advise that only those selected for further consideration will be contacted.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or resume if they are from any of the following groups: women, Aboriginal people, visible minorities and persons with disabilities.